

## **RULES FOR WAR MEMORIAL BUILDING RENTALS**

1. The building is to be left in the same condition in which it was found upon entry. If you find anything unsatisfactory, direct this immediately to the supervisor on duty. Please do not drag items across the tile floors.
2. Please allow ample set up and clean up time within your rental hours. The supervisors are only scheduled for the hours your organization has asked for. Additional fees will be charged for rental of the room and for supervision if any organization exceeds their time limit.
3. The East side of the War Memorial Building is a regulated "Fire Lane", NO PARKING at any time is allowed on that side of the building. This includes any loading and unloading. No parking in any grass areas or other designated no parking areas around the War Memorial Building. Parking will be enforced.
4. At all times during the use of the building your organization needs one adult to supervise every ten (10) children during the duration of your event. All children are to remain in the rooms you have rented. No running through the building is allowed.
5. The total occupancy of the George Washington Room is 540, this is standing only. If seated the room maximum is 150. If you expect a larger group you may need to look into rental of the entire building upon which we can quote rates.
6. The fee for the supervisor needs to be paid before you leave the event. Our supervisors are not here on a regular basis, late payments make it very difficult to get fees to the supervisors in a proper manner.
7. The War Memorial Building is not to be used for any profit or gain situation, the sale of any merchandise is not allowed.
8. The War Memorial Building's rooms and lobby are booked individually with fees accordingly. The lobby is not to be used for any purpose unless previous arrangements have been made with the main office.
9. No tables or chairs are permitted in the hallways, this violates fire regulations.

**Thank you for your interest in the War Memorial Building and its rentals, if you have any questions please do not hesitate to call the office at 540-662-4946.**

